



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-M

SEP 13 2006

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #37, Identification Cards for Family Members of Current DA Civilians, Retired DA Civilians, and Family Members of Retired DA Civilians Policy

1. REFERENCES.

a. Required publications:

(1) Army Regulation 600-8-14, Identification Cards for Members of the Uniformed Service, Their Eligible Family Members, and other Eligible Personnel. (Cited in para 1a.)

(2) HQDA Ltr 600-04-1, Identification Cards, 3 March 2004.

(3) Electronic mail, 7 Mar 06, subject: Extension of DA Form 1602 for Retired DA Civilians, their Dependents, and the Dependents of Active Civilians.

b. Referenced Forms:

(1) DA Form 1602, Civilian Identification.

(2) DA Form 3434, Notification of Personnel Action-Nonappropriated Funds.

(3) DD Form 577, Signature Card.

(4) DD Form 1172, Application for Uniformed Services Identification Card – DEERS Enrollment.

(5) SF-50-B, Notification of Personnel Action.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on the use, preparation, and disposition of Army Civilian ID Cards (DA Form 1602) for three categories of individuals noted below.

3. APPLICABILITY. This policy is applicable to the Active Army, the Army National Guard, and the United States Army Reserve for CONUS-based appropriated and

IMAH-HRD-M

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #37, Identification Cards for Family Members of Current DA Civilians, Retired DA Civilians, and Family Members of Retired DA Civilians Policy

Nonappropriated fund civilians employed by or retired from the Department of the Army. This memorandum supersedes policy memorandum #37, 23 Aug 2004. Specifically covered are:

- a. A family member of a current DA civilian employee.
- b. A retired DA civilian employee.
- c. A family member of a retired DA civilian employee. Family members are:
 - (1) A spouse of an employee or annuitant;
 - (2) An unmarried dependent child under 22 years of age, including an adopted child or recognized natural child;
 - (3) A stepchild or foster child who resides with employee or annuitant in a regular parent-child relationship; or,
 - (4) An unmarried dependent child, regardless of age, who is incapable of self-support because of a mental or physical disability that existed before age 23.

4. POLICY.

- a. The Director, IMA, delegates authority to approve DA Form 1602 to Garrison Commanders and also delegates the determination of the entity that will serve as the issuing agent for that form within their respective garrison.
- b. Garrison Commanders will provide written guidance to their designated issuing agents defining the parameters for issuance of the DA Form 1602 in keeping with reference 1b.
- c. A DA civilian employee or a retired DA civilian employee will be the sponsor for family members.
- d. The Military Personnel Center, Taylor Building, Arlington, VA will be the designated issuing agent of DA 1602s for HQ IMA personnel.
- e. Region Directors, Staff Chiefs, and Garrison Commanders will provide leadership, direction, and supervision for the program.

IMAH-HRD-M

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #37
Identification Cards for Family Members of Current DA Civilians, Retired DA Civilians,
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5. PROCEDURES.

a. Upon approval from the installation or activity Garrison Commander and at the request of the eligible sponsor (current or retired DA civilian employee), the DA Form 1602 may be issued to those categories of individuals listed in paragraph 1 and 3. The DA Form 1602 will be issued on an as-needed basis only as determined by the approving authority. For instance, if the installation allows patronage of Morale, Welfare, and Recreation (MWR) facilities by DA civilians (AF & NAF), retirees, and family members, then the DA Form 1602 assists the MWR employees in identification of these patrons.

b. Each individual must be physically present at the time the DA Form 1602 is issued to obtain a current photograph. The sponsor must accompany the family member.

c. These identification cards are not covered by a cross-service agreement. Only Army installations and activities may issue the DA Form 1602.

d. Individuals that are delegated the authority to approve the issuance of a DA Form 1602 must have a completed DD Form 577 (Signature Card) on file with the designated issuing agent.

6. ISSUANCE PROCESS.

a. A sponsor requests issuance of the DA Form 1602 using the Application For Uniformed Services Identification Card-DEERS Enrollment (DD Form 1172). Appendix A to reference 1b(1) prescribes instructions for completing the DD Form 1172 to obtain an Army ID card (DA Form 1602). One DD Form 1172 should be used to issue DA Form 1602s for all family members and the sponsor (retiree). Separate forms for issuance of each DA Form 1602 are neither required nor recommended.

b. A copy of a SF-50-B (Notification of Personnel Action) or DA Form 3434 (Notification of Personnel Action-Nonappropriated Fund Employee) authenticates the sponsor's status as an Army civilian employee or retiree. For retired NAF civilian employees, an alternate proof of status is the retirement letter issued by the NAF Employee Benefits Office. If the DA Form 3434 or letter cannot be located, the individual may request a copy of the letter from NAF Employee Benefits Office, U.S. Army Community and Family Support Center, 4700 King Street, Alexandria, Virginia 22407. The issuing agent matches the social security number on the SF-50-B or DA Form 3434 to the DD Form 1172. Verification of identity by the presentation of

IMAH-HRD-M

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #37, Identification Cards for Family Members of Current DA Civilians, Retired DA Civilians, and Family Members of Retired DA Civilians Policy

government-issued, photo identification, such as a driver's license, is required prior to issuance of the DA Form 1602.

c. The DA Form 1602 is completed as follows:

(1) Installation or command and address: Name of the installation.

(2) Name: Recipient's name.

(3) Status: "DA CIV RET," "Family Member DA CIV," or "Family Member DA CIV RET," as appropriate.

(4) The expiration date of the ID Card will be the shortest of either the specified length of the employment; or 2 years; or, the date the dependent is no longer eligible, or no longer qualifies as a dependent.

(5) Unit, Section, Branch or Activity: "ACCESS TO U.S. MILITARY FACILITIES OVERSEAS SUBJECT TO STATUS OF FORCES AGREEMENT."

(6) The SSN block on the DA Form 1602 will not be used. No SSN is to be affixed to the DA Form 1602.

(7) Reverse side: Completed with applicant's information. Fingerprints are not used.

7. TURN-IN PROCEDURES.

a. When a DA civilian employee transfers, resigns, or otherwise leaves the Army installation where the ID card was issued, the employee will turn in all DA Forms 1602s to the issuing agent. A new ID card should also be issued if the employee retires.


b. If the employee is already retired and leaves the area or can no longer function as a sponsor for spouse or family members, the retiree or the retiree's spouse will be instructed as to the means by which they should surrender the corresponding ID cards.

c. Garrison Commanders may revoke ID cards for any of the individuals covered by this policy memorandum, for reasons that are in the best interest of the garrison or installation. Revocation procedures may be determined locally.

IMAH-HRD-M

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #37, Identification Cards for Family Members of Current DA Civilians, Retired DA Civilians, and Family Members of Retired DA Civilians Policy

8. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is Labor Management and Employee Relations Branch (LMER), at commercial (Area Code) 703-602-3352, DSN 332-3352.



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Director